A001 - Project Management Plan Coversheet

System:	***Item Number:*** A001
Title: Project Management Plan	
RFP Reference: Section VI Part 3, O.1	
Date of Submission: • Ten (30) days after the Contractor starts work • If approval of deliverable is contingent on incorporation of changes specified by CDCR, an updated submission incorporating the changes shall be provided within 10 days. • Updates: The plan shall be updated to track all subsequent changes to management of the project. The plan shall be maintained current to within 22 days of any change (unless otherwise specified and agreed.)	
Distribution: • CDCR: 2 copies along with a magnetic media containing MS Office format copy • V&V: 1 copy along with a magnetic media containing MS Office format copy	
Approval: CDCR written approval is required.	
Comment: Change pages may be delivered upon approval of changes to the requirements until the cumulative total number of change pages reaches 10% of the final submission, upon which the entire document shall be re-issued.	
Preparation Instructions: The Contractor shall provide this document according to the standards defined in the documentation plan. The deliverable(s) shall include at a minimum the contents of the template in and/or following this coversheet, or equivalent as determined by the Project Director or designee. Providing less information than required in the template or any exceptions shall not be allowed unless advance written permission is obtained from the Project Director or designee.	

Project Management Plan Template

Project planning is essential for ensuring that the project will be completed on budget, on schedule, and meet the customers needs.

1.0 INTRODUCTION

1.1 Project Overview

Provide a short background description of the reason for the project. Include the relevant features of the program experiencing the problem. Characterize the project's business case. This should include the conditions that created or significantly contributed to the problem. Identify in business terms the specific objectives the project will achieve.

1.2 Project Deliverables

List the major project deliverables and anticipated delivery dates in the following table. Add additional rows to the table if necessary.

Major Project Deliverables	***Anticipated Delivery Date:***

1.3 Evolution of the Project Management Plan

Include the process that will be used to update the Project Management Plan (PMP) on an ongoing basis. Consider the PMP a living document and address when it will be updated, why, and by whom. Also, indicate with whom the document will be shared. Describe how this plan will be completed, disseminated, and put under change control. Describe how both scheduled and unscheduled updates will be handled.

1.4 Reference Materials

Identify source material that adds clarity to the project management plan content. Include a notation of the reference. Examples include: (1) Project Management Institute (PMI), (2) Project Management Book of Knowledge (PMBOK), (3) Institute of Electrical and Electronics Engineers, Inc. (IEEE), (4) State Administrative Manual (SAM), and (5) Statewide Information Management Manual (SIMM).

- Reference 1
- Reference 2
- Etc.

1.5 Definitions and Acronyms

Include a list of acronyms and definitions in this section that are mentioned in the PMP. If necessary, include a full definition of the term to convey the meaning.

ABBREV1 [Full name 1]……[Definition]

ABBREV2 [Full name 2]…….

EXAMPLE

AdSeg The Administrative Segregation Unit (ASU) is inmate housing used to separate an offender from the general inmate population when the offender's continued presence:

- presents an immediate threat to the safety of the offender or others: or endangers institution security; or
- jeopardizes the integrity of an investigation of an alleged serious misconduct or criminal activity.

CDCR California Department of Corrections and Rehabilitation

EIS Enterprise Information Services

PMO Project Management Office

TPM Technical Project Manager

UPM User Project Manager

2.0 PROJECT ORGANIZATION

2.1 Organizational Structure

Include the project organizational chart here or reference it here as an attachment to this document. Describe the internal management structure of the project, as well as how the project relates to the rest of the organization. Hierarchical organization charts or matrix diagrams may be used to depict the lines of authority, responsibility, and communications within the project.

2.2 Project Responsibilities

Identify the roles and responsibilities of the project team members. Add any roles and their associated responsibilities, such as Vendor Project Manager and/or Vendor Project Team that are not specifically identified in the table below:

Role	***Responsibilities***
Project Sponsor *Name*	• Responsibility 1 • Responsibility 2

Role	***Responsibilities***
User Project Manager *Name*	• Responsibility 1 • Responsibility 2
Technical Project Manager *Name*	• Responsibility 1 • Responsibility 2
Project Team *Name* 1 *Name 2* *Etc*	• Responsibility 1 • Responsibility 2
Other roles *Names*	• Responsibility 1 • Responsibility 2
Project Stakeholders *Name or Group name*	• Responsibility 1 • Responsibility 2

3.0 MANAGERIAL PROCESS

3.1 Assumptions, Dependencies, and Constraints

Identify any assumptions, dependencies, and constraints for the project. State the assumptions on which the project is based, the events upon which the project is dependent, and the constraints under which the project is to be conducted.

3.1.1 Assumptions

Assumptions are factors or conditions that can be assumed to be true in their impact upon the project throughout planning and execution of the project. Assumptions can affect such items as resource availability in terms of staffing, facilities, technology, tools and equipment. Assumptions have an impact in the assessment of risk, and are to be identified and revised throughout the project.

The following are assumptions that may influence the project:

- [Assumption 1]
- [Assumption 2]
- [Assumption 3]
- [etc.]

EXAMPLE

- Full funding will be provided.
- CDCR has project team resources in place and ready to go when the vendor starts work.
- CDCR has project team facilities in place and ready to go when the vendor starts work.

- CDCR subject matter experts will be brought in to the project as required, but will not be full-time on the project.
- All institutions are connected to the WAN.
- There are no power issues.

3.1.2 Dependencies

The three primary types of dependencies include: (1) mandatory dependencies that are absolutely required, (2) discretionary dependencies that are assigned by the Project Management Team, and (3) external dependencies that involve a relationship between project and non-project activities. Dependencies can include sharing of data, function, objects, staff, technology or funding with another entity, project, or system.

The following are dependencies that may influence the Project:

- [Dependency 1]
- [Dependency 2]
- [Dependency 3]
- [etc.]

EXAMPLE

The following are dependencies that may influence the Project:

- This project cannot implement its system until after the XXX project has been successfully completed.
- This project is dependent upon the Department of Technology Services to provide the required testing environment and acceptable systems support when required.
- The selected vendor must provide the new technology tool with associated training and technical support in a timely manner.
- This project relies upon receiving timely, accurate data from the XXX system.
- This project's staffing is dependent upon the availability of personnel for development purposes that will also be providing technical support for the existing application system.

3.1.3 Constraints

Constraints are limiting factors placed upon the project in terms of technology, schedule, budget, resources, and scope. Constraints are known or suspected obstacles to the project's successful completion. Known constraints are identified during the development of the Project Charter, and refined throughout the project. Constraints have a significant bearing on the assessment of risk for the project. Examples include limited staffing, lack of or limited knowledge, short window of opportunity, use of new technologies and tools, etc.

The following constraints currently exist:

- [Constraint 1]
- [Constraint 2]
- [etc.]

EXAMPLE

- The system must be implemented and maintained with the funds approved by the State.
- Finance IT project policies and instructions must be adhered to.
- Department of General Services procurement policies and instructions must be adhered to.
- Resources to support the project are limited to existing CDCR staff assigned to the project, and the available skill and experience levels.
- The selected Bidder will conform to IEEE and PMI standards (or equivalent).

3.2 Staffing Management Plan

Include or refer to the attached Staffing Management Plan here. The Staffing Management Plan is used by the Project Management Team to determine the appropriate human resources to be used on the project from within: (1) the existing organization, (2) another organization external to the existing organization, or (3) contract services. The Project Management Team is responsible for recruiting the necessary resources with the appropriate background and skills for the project activities.

The Staffing Management Plan should include at a minimum the following:

3.2.1 - Introduction

3.2.1.1 Scope

Describe the scope of the staff management plan for this project.

3.2.1.2 Purpose

Describe the purpose of the staffing management plan as it relates to this project.

3.2.2 – Structure

3.2.2.1 Staff Organization

3.2.2.1.1 Project Organization

Describe the project organization and include an organizational chart.

3.2.2.1.2 Core Staff

List core staff skills which would be preferable to maintain continuity throughout the life of the project. Include a table with the core project staff.

3.2.2.1.3 Risk Mitigation in Staffing

Describe mitigation plans for any staffing risks.

3.2.2.2 Staff Sources

3.2.2.2.1 Staff Source Listing

Describe potential sources for project staff.

3.2.2.2.2 Skills and Experience

Describe the evaluation process for ensuring that staff possess the required skills and level of experience for the project.

3.2.2.3 Staffing/Destaffing Approach

Describe the assessment process for evaluating whether additional or less staff are needed for the project. Include a regular timeframe for the assessment in the process. Also include the process for adding or removing staff from the project. As much as possible, maintain staff continuity.

3.2.2.4 Staffing Changes

Describe the plan for level of staffing changes over the life of the project.

Figure B-3-2-2-2 Project Staffing Profile

Include a figure with the projection of the required functional skills versus the project timeframe.

Table 3-2-2-2 Project Phase – Project Staff

Include a table that includes project staffing by project phase.

3.3 Communications Management Plan

The Communications Management Plan guides the project in planning and facilitating structured communications for each phase of the project. It is used for managing the communication efforts for the entire project. This plan includes all forms of communication and the appropriate medium (i.e. e-mail, memoranda, meetings, etc.) to be used for each type of communiqué or document. It addresses “who” receives “what” information, “when” they should expect the information, and “who” is authorized to change the document.

[The objectives of the Communication Management Plan are aimed at creating a project culture that ensures (1) the right people have the right information at the right time, and (2) that the information is relevant to each stakeholder’s need to understand and execute their project responsibilities. The following five objectives set the groundwork for the Communications Management Plan.

1. Promote project visibility throughout the organization.
2. Achieve an accurate enterprise-wide awareness of the ongoing progress of the project.
3. Foster a culture of enterprise-wide ownership and responsibility for the success of the project.
4. Provide a vehicle for effective communications and collaboration at all levels of the project across all stakeholder groups.
5. Ensure that project strategy and approach remain relevant to supporting the strategic direction of CDCR.]

The Communications Management Plan shall be prepared as a separate document. See Deliverable A002 for required contents.

3.4 Configuration Management Plan

The Configuration Management Plan (CMP) documents what configuration activities are to be accomplished, how they are to be accomplished, who is responsible for doing specific activities, when they are to happen, and what resources are required. Configuration Management (CM) is a key tool used for providing version control for changes to project deliverables. The specific CM tool and process to be used are defined during the planning process.

Changes to any one aspect of the project may impact other aspects such as: (1) Scope, (2) Schedule, (3) Cost, (4) Quality, and (5) Risk. It is the responsibility of the Project Management Team to ensure the evaluation of each proposed change includes communication with the stakeholders and assessment of the impact of that change to each of these areas and to the overall project. Depending on the depth and breadth of the change, portions of the planning process may be re-executed and may require re-baselining the project schedule.

The CMP shall be prepared as a separate document. See Deliverable A003 for required contents.

3.5 Scope Management Plan

The Scope Management Plan is developed to manage any changes to the scope of both the project and product. It covers any and all scope-related changes on a continuous basis throughout the life of the project. It contains a clear description of how the project and product scope changes will be identified, assessed, classified, and integrated or excluded from the plan. Changes to project scope can occur for reasons such as: (1) external events (e.g. regulatory change, business changes, and new technology), (2) errors or omissions in the original scope statement (product or project), (3) performance reports indicating a change in scope may be required (e.g. a component took longer than scheduled and in order to meet the required timeframe or budget, scope may have to be reduced), (4) budget changes, and (5) adjustments due to quality control practices. The Project Management Team must recognize a change has occurred, has been requested, or needs to be requested. The Scope Management Plan is utilized to manage the resolution of the change and to document the results.

The Scope Management Plan shall be prepared as a separate document. See Deliverable A004 for required contents.

3.6 Schedule Management Plan

The Schedule Management Plan addresses all of the resources to be utilized during the project. A section of the plan deals with each of the resources (people, equipment, materials), assignments and schedules. The lead times for acquiring resources are documented so the Project Management Team has this information readily accessible when scheduling resources to be available at the optimum time. The Schedule Management Plan clearly defines the appropriate actions to be taken when changes occur. Changes in any of the following areas can result in changes to the project schedule: (1) scope changes, (2) budget changes, (3) performance

reports indicating the original estimates were not valid, and (4) adjustments due to quality control findings.

The Schedule Management Plan should include at a minimum the following:

3.6.1 - Introduction

3.6.1.1 Scope

The scope section defines the boundaries of the schedule management effort.

3.6.1.2 Purpose

Provide a brief discussion of the need for the schedule management on this project. Include a brief description of the project and how this plan inter-relates and integrates with the other management plans.

3.6.2 - Roles and Responsibilities

Define the roles and responsibilities of the project management team members relative to controlling and updating the project schedule.

3.6.3 - Schedule Contents

Define what the schedule contains. The schedule may just include the timeline for major events, for small efforts, or may be a full resources/work schedule, by person and day.

3.6.4 – Tools

Identify what tools will be used to maintain the project schedule and who, specifically, will have ownership of the tools and will have control for updating the schedule. Also identify any other tools that will be used on the project for schedule control, such as schedule analysis tools, change forms, etc.

3.6.5 - Schedule Changes

Describe how changes will be controlled to the schedule and how schedule changes will be coordinated and approved.

3.6.6 - Schedule Reviews

Describe how often the schedule will be reviewed, to include periodic reviews and major reviews. Identify who will be responsible for establishing the reviews and the key stakeholders and development team members that need to participate in the reviews.

Appendices

Appendices are labeled alphabetically. Appendices may be used to contain referenced information or information which might otherwise have rendered the document less readable if placed in the main body. Appendices may also be used for information that needs to be bound separately for security reasons.]

3.7 Cost Management Plan

The Cost Management Plan explains when and how changes to the cost baseline can be implemented. A cost baseline is created using estimated resource costs (people, equipment, and materials), project schedule, and Work Breakdown Structure

(WBS). The cost baseline is the budget for the project that follows the project calendar by activity and resource, and is used to monitor the actual progress of the project. The Cost Management Plan defines the Cost Change Control process used to manage changes to the cost baseline. Changes to project cost can occur for multiple reasons including major ones such as: (1) scope changes, (2) business needs and issues requiring a budget modification, (3) schedule changes, and (4) adjustments due to quality control findings. The Project Management Team must consistently monitor the project budget in order to recognize as early as possible that a change has occurred or is imminent. The Cost Management Plan is utilized to manage the resolution of the change and to document the results. The Cost Management Plan also defines the roles and responsibilities for project team members and assumptions and constraints with respect to cost.

The Cost Management Plan should at a minimum include the following:

3.7.1 - Introduction

3.7.1.1 Scope

The scope section defines the boundaries of the cost management effort. This includes the level of control within the project to effect change in cost expenditures or rate of cost expenditures.

3.7.1.2 Purpose

Provide a brief discussion of the need for cost management on this project. Include a brief description of the project and how this plan inter-relates and integrates with the other management plans.

3.7.2 - Roles and Responsibilities

List personnel classification roles, individuals associated with the roles, (there may be more than one individual for any given role), and the responsibilities associated with each role. Inclusion of an organizational chart showing the identified personnel would be beneficial.

3.7.3 - Cost Detail

Define the level of detail required for cost tracking. Costs may be tracked by phase, deliverable, or task depending on management agreement and need. Identify the increment for tracking costs: daily, hourly, etc.

3.7.4 – Tools

List the tools to be used in the cost management effort. Each tool should be described in terms of what functionality it offers and who is responsible for its use on the project.

3.7.5 - Cost Changes

Define the mechanism to be used for effecting cost changes. This would include: terminating and/or negotiating contracts (personnel, service, and/or product deliverables), terminating and/or hiring personnel (or reassignment of personnel), and/or altering the schedule (may want to refer to the Schedule Management Plan).

3.7.6 – Reviews

Describe how often project cost data will be reviewed. Identify who will participate in the reviews and the metrics to be used in tracking and presenting cost data.

Appendices

Appendices are labeled alphabetically. Appendices may be used to contain referenced information or information which might otherwise have rendered the document less readable if placed in the main body. Appendices may also be used for information that needs to be bound separately for security reasons.]

3.8 Quality Management Plan

The Quality Management Plan is used by the Project Management Team to manage the defined quality policy. This plan addresses how quality control, quality assurance, and quality improvements will be implemented throughout the project. Quality control is concerned with monitoring product and management results to determine if they are meeting the defined quality standards (as defined by the Quality Management Plan) for the project and identifying methods to eliminate the causes of unsatisfactory results. All areas of the project, from the project manager's tasks to individual team member tasks, are covered in this document. Managing quality throughout the project life cycle minimizes rework and helps to ensure the product will satisfy the customer requirements.

The Quality management Plan should include at a minimum the following:

3.8.1 – Introduction

Provide a brief description of the project and how this plan inter-relates and integrates with the other Project Management plans.

3.8.1.1 Scope

Identify and describe the scope and boundaries of the project and the relationship to this plan for ensuring that a quality system is developed and delivered. Some aspects of the system may be outside the control of the project. The boundaries of the Quality Management Plan must be clearly identified and documented. Describe the exemption process for any deviations from the plan.

3.8.1.2 Purpose

Provide an overview of the quality management program.

3.8.2 - Roles and responsibilities

Provide a description of each project team member and stakeholder involved in quality management and their associated responsibilities for ensuring a quality system is developed and delivered.

3.8.3 - Product Description

On a phase-by-phase basis, clearly define in textual terms, with reference to the business needs, the project requirements and the anticipated technical approach used to satisfy the system. The anticipated technical approach is not at the level of defining development methods. It is more at the level of specifying that the solution will use Commercial-Off-the-Shelf items, hardware and software, and the only

customization is the configuration of the system and the creation of user and/or maintenance manuals, for example. The intent is to describe the product solution to help define the tasks that must be addressed by the Quality Management Plan.

3.8.4 - Quality, Policy, Standards, and Regulations

Identify existing organizational, departmental or divisional, quality policies that were used in developing the project Quality Management Plan, which may include the project charter. In addition, depending on the project process being examined, various standards and regulations may impose specific constraints or directions that provide quality criteria. Some of the project processes that may be subjected to these standards and regulations are the procurement actions, hiring, acquisition of material resources, design processes, and development processes. The specific Standards and Regulations that will be imposed on the project are documented here as well as how they will be used on the project.

3.8.5 - Operational Definitions

Describe in detail what is being measured and how the quality process does that. Document the criteria for quality that will be used to gauge or measure quality with respect to how well the product satisfies its stated need. This is accomplished by establishing the criteria to ascertain successful completion of work products. Start with the deliverables by Work Breakdown Structure (WBS) and define the objective, quality criteria, perfect result, and the acceptable result. A Word table is suggested. Two key questions to ask yourself: First, “What defines the product?” and second, “How will I know if it is good enough?” A good example of an operational definition as it relates to software is errors, which is an attribute that defines the quality of the software. Software error rates must be minimized to ensure the final software item, or program, is a quality product. There are a number of ways of measuring the software error rates but the first level is as the software is being built. For controlling software error rates at the unit level, define a maximum, and/or acceptable, number of errors that are expected during initial unit testing, such as 5% of all initial unit testing could result in an error. For this case, there may also be a lower bound to ensure adequate testing is being performed, such as a 2% error rate. The upper bound, 5%, is a measure of the quality of the programmers coding the software while the lower bound, 2%, is a measure of the effectiveness of unit testing. By defining these levels, this defines the criterion that will be used to determine when the software error rates will be low enough to produce an acceptable quality software product.

3.8.6 - Checklists

Create and document the item-specific tool to be used to verify that a set of required steps has been performed. A checklist is particularly valuable in cases where the series of steps is recurring. A good example of this is a software quality checklist that is used for reviews, or walk-throughs, of the unit-level source code to ensure compliance with quality factors such as established format, use of comments, proper use of indentations, header identifiers, etc. Create checklists for all items that will be evaluated for quality.

3.9 Risk Management Plan

Include or refer to the attached Risk Management Plan here. The Risk Management Plan defines the risks that are known for the project, the process to use when

unanticipated risks occur, contingency plans for addressing each risk, and the process used to discover and evaluate risks. When risks appear, the Project Management Team needs to know whom to contact, the escalation policy, the impact to the project, and the timeframe for resolving the risk. Every activity in a project needs to be linked closely with the Risk Management Plan, because all activities have some degree of risk associated with them. Risks need to be managed throughout the project.

Describe the process to be used to identify, analyze and manage the risk factors associated with the project. Describe mechanisms for tracking the various risk factors and implementing contingency plans. The specific risks for the project and the methods for managing them may be documented here or in another document included as an attachment. Risk factors that should be considered include contractual risks, technological risks, risks due to size and complexity of the product, risks in personnel acquisition and retention, and risks in achieving customer acceptance of the product.

The Risk Management Plan shall be prepared as a separate document. See Deliverable A005 for required contents:

3.10 Risk Response Plan

Include or refer to the Risk Response Plan here. The Project Management Team must consistently perform the following activities (1) Monitor the project to implement the defined risk response when anticipated risk events occur, (2) Update the Risk Management Plan with the results of the implemented risk response or when anticipated risk events fail to occur, and (3) Implement the risk planning process when project changes occur in order to re-assess previously defined risks and to identify potential new risks.

The Risk Response Plan should include at a minimum the following:

3.10.1 - Introduction

3.10.1.1 Scope

Define the boundaries of the risk response management effort.

3.10.1.2 Purpose

Discuss the need for the risk response management on this project. Include a brief description of the project and how this plan inter-relates and integrates with the other management plans.

3.10.2 - Roles and Responsibilities

Define the roles and responsibilities of the project management team members relative to controlling and updating the risk response plan.

3.10.3 Identified risks

Describe the identified risks, the area(s) of the project affected, their causes, and how they may affect project objectives.

3.10.4 - Risk owners

Identify the risk owners with their assigned responsibilities.

3.10.5 – Results

Document the results from the qualitative and quantitative risk analysis processes.

3.10.6 - Agreed responses

Document the agreed responses including avoidance, transference, mitigation, or acceptance for each risk in the risk response plan.

3.10.7 - Level of residual risk

Document the expected level of residual risk to be remaining after the strategy is implemented.

3.10.8 - Specific Actions

Indicate the specific actions to implement the chosen response strategy.

3.10.9 - Budget and Times for Responses

3.10.10 - Contingency Plans and Fallback Plans

4.0 TECHNICAL PROCESS

4.1 Process Model

Summarize the overall process methodology to accomplish the goals including any applicable graphics. Specify the life cycle model to be used for this project or refer to an organizational standard model that will be followed.

4.2 Methods, Tools, and Techniques

Include a description of the development/implementation methods, tools, and techniques to be used here. Specify the computing system(s), development methodology(s), team structure(s), programming language(s), and other notations, tools, techniques, and methods to be used to specify, design, build, test, integrate, document, deliver, modify or maintain or both (as appropriate) the project deliverables. In addition, the technical standards, policies, and procedures governing development or modification or both of the work products and project deliverables shall be included, either directly or by reference to other documents.

4.3 Infrastructure Plan

Describe the plan for establishing the infrastructure. This plan should address the project infrastructure such as providing space, hardware, software, training, testing environment, etc., for the project team.

4.4 Product Acceptance Plan

Describe the plan for acceptance of the products. This should include establishing a formal product acceptance process that includes product acceptance criteria, review and evaluation, approval/disapproval, expected timeframes, and remediation measures for products that do not meet the acceptance criteria.

5.0 WORK ACTIVITIES, SCHEDULE & RESOURCE, AND BUDGET

5.1 Work Activities

The project work activities describe the work that must be accomplished to complete the project. A diagram depicting the breakdown of activities into sub activities and tasks (a work breakdown structure) may be used.

5.2 Schedule & Resource

Include or refer to the attached Schedule including Resources. Provide, as a function of time, estimates of the total resources required to complete the project.

5.3 Budget

Include or refer to the attached Project Budget here. Specify the budget allocation to the various project functions, activities, and tasks.

6.0 ADDITIONAL COMPONENTS (IF APPLICABLE)

Include any additional components that add value to the PMP. Additional items of importance on projects may include security plans, training plans, hardware procurement plans, conversion plans, system transition plans, Independent Project Oversight Consulting (IPOC) plans, Independent Verification and Validation (IV&V) plans, and product maintenance plans. If present, additional components must be developed in a format and to a level of detail consistent with the required section of this PMP.

6.1 Verification and Validation Plan

Include or refer to the attached Verification and Validation (V&V) Plan here. The V&V person(s) is responsible for determining that the requirements for entering and exiting the various phases of the project are being satisfied. The V&V is responsible for verifying whether the product of each step in the development cycle fulfills all the requirements levied on it by the previous step and is internally complete, consistent, and correct enough to support the next phase. The V&V is also responsible for validating that the product satisfies its intended use and user needs in its operational environment.

6.2 Documentation Plan

Include or refer to the attached Documentation Plan here. The Documentation Plan for the project specifies the documentation requirements, milestones, baselines, reviews, and sign-offs for documentation such as software test documentation and user documentation. The documentation plan also provides a summary of the schedule and resource requirements for the documentation effort. The documentation plan may also contain a style guide with naming conventions and documentation formats.

6.3 Contractor Management Plan/Procurement Management Plan

Include or refer to the attached Contractor Management Plan/Procurement Management Plan here. The Contractor Management Plan is used by the Project Management Team to manage the solicitation and selection of vendors throughout the project. The contract administrator, who may also be the project manager on

small projects, is responsible for monitoring vendor performance and reporting that information to the Project Management Team. Any deviation from the contract needs to be addressed promptly by the Project Management Team. The contract administrator authorizes vendor payments based on performance and payment schedules as specified in the contract.

The Procurement Management Plan describes the procurement process for the project. It covers the types of contracts to use, the contract approval process, and sources for resources. This plan contains only the information needed for the purposes of the current project. The Project Management Team is responsible for obtaining resources in a timely manner and managing the procurement process.

7.0 PROJECT APPROVALS

7.1 Submitted by:

[UPM Name]	Date
User Project Manager	

[TPM Name]	Date
Technical Project Manager	

7.2 Project Approved by:

[Sponsor Name]	Date
Project Sponsor	
[Title, Area]	

Additional approvals may be included here. During the Concept Phase of the Project Life Cycle and prior to preparation of the project management plan, the level of authority (and accountability) needed for approval will be determined. This determination will be made based on the specific project's complexity, internal and external impacts, and criticality to the mission of CDCR.

FOR OFFICIAL USE ONLY **Please do not write below this line** **FOR OFFICIAL USE ONLY**

Project Review Board DECISION

o APPROVAL TO PROCEED

o APPROVAL TO PROCEED WITH THE FOLLOWING CONDITIONS:

_____

o DECISION DEFERRED - THE FOLLOWING ADDITIONAL INFORMATION REQUIRED:

_____

o PROJECT DENIED

_____ _____

CIO or Designee Approval Date